



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

June 13, 2012

TO: ALL OFFERORS

FROM: MICHAEL BACU  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO INVITATION TO BID  
CONTRACT NO. GSS12674-JNTRL\_SCH  
Janitorial and Cafeteria Supplies (K12)**

**ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Invitation to Bid.

**The deadline to submit bids has been extended until 1:00 pm, June 26, 2012.**

**Q1. Why does this bid have a “no substitutions” requirement?**

An allowance for substitutions has been determined to be in the best interest of the State. Addendum #2 for this solicitation addresses the process to submit substitute items and provides Appendix B as the required format to use for bid submission. The bid submission deadline has been extended to allow for this opportunity.

**Q2. What is the mil thickness of the bags for line items #5-Baker Rack Cover and #10-Bun Pan Bags for this bid?**

#5 – Bun Rack Covers, 0.8 mil  
#10 – Bun Pan Bags, thickness not listed on the box or any product information

**Q3. Can you supply us with the awarded vendor’s name and price per unit for the previous Janitorial and Cafeteria Supplies bid?**

This is a new central contract for Government Support Services. There is no previously awarded vendor or historical data available.

**Q4. Can you please clarify if you will be ordering just on an “as needed” basis?**

There are no established purchase quantities. Each location listed will order products based on their needs.

**Q5. Please explain the Dealer Authorization Letter requirement identified on page 24, item number 6.**

It is the responsibility of the vendor to acquire the necessary authorization from the product manufacturers. The Dealer Authorization letters can be included, but are not required with the bid submission. The State reserves the right to request such documentation at its discretion.

**The deadline to submit bids has been extended until 1:00 pm, June 26, 2012.**

All other terms and conditions remain the same.



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
Phone: (302) 857-4550 – Fax: (302) 739-3779 – GSS.OMB.DELAWARE.GOV